

## **Enrollment Contract Amendment Instructions for the Open Enrollment Period for Fiscal Year 2021 Attendant Compensation Rate Enhancement (July 1, 2020 to July 31, 2020)**

In response to direction from the 81<sup>st</sup> Texas Legislature, the Health and Human Services Commission (HHSC) Rate Analysis adopted rules at Title 1, Texas Administrative Code (TAC) §355.112 to establish procedures for providers of programs for persons with intellectual or developmental disabilities (IDD) to obtain additional funds for increased attendant wages, benefits/insurance, and mileage reimbursement. As per these rules, IDD program providers who choose to participate in the attendant compensation rate enhancement and receive additional funds must demonstrate compliance with enhanced spending requirements. For providers who choose not to participate in the enhancement program, the attendant compensation rate component will remain constant over time, except for adjustments necessitated by increases in the federal minimum wage.

### **REVISED ENROLLMENT**

Pursuant to Rider 44, Article II of House Bill 1, 86<sup>th</sup> Legislature, Regular Session, new add-on rates will be in effect September 1, 2020. HHSC requests that all HCS/TxHmL and ICF/IID providers who participate in the rate enhancement program complete a revised enrollment contract amendment as specified in §355.112(f)(7) (which will be adopted by June 26, 2020). Since the program is receiving substantial revisions, including higher add-ons for day habilitation and residential services, **HHSC is requiring that all participating providers request to enroll at a new level to ensure that they are able to meet the associated spending requirements.** Therefore, for this year's enrollment, providers will **not** be automatically enrolled in the attendant compensation rate enhancement at their current level. **Providers' enrollment levels will be re-set to non-participant and providers will need to complete the ECA and designate a new level based on the new add-on rates.** HHSC has developed worksheets and instructions to assist the providers as they determine their new level. **If a provider does not enroll for FY2021, they will not be able to participate in the program.**

### **GENERAL ENROLLMENT INSTRUCTIONS**

All providers contracted to HHSC for eligible services received an Enrollment Notification or an Enrollment Limitation Notification. Both notifications are available on this website listed below for your reference:

<https://rad.hhs.texas.gov/long-term-services-supports>

**This website is an important tool during Open Enrollment.** All forms, worksheets and instructions are accessed from the website by clicking on your program from the list of services in the left margin. Next, scroll to the heading "Rate Enhancement – Attendant Compensation." Click on the link "View 2021 Rate Enhancement – Attendant Compensation information." All instructions below regarding the location of specific materials for Open Enrollment begins with the assumption that you are on this page for your program (hereafter referred to as "Rate Enhancement webpage for your program").

- The deadline for all materials to request changes in enrollment status are due to be received by HHSC Rate Analysis **by July 31, 2020, at 5:00 p.m.** Neither faxes nor e-mails will be accepted.
- **The highest enhancement level that any contract may request is Level 25.**
- Levels are awarded within available funds, and it is possible that a provider will not be awarded the level it requests due to limited funding for the enhancement program.

## **TRAINING**

In order to assist you in understanding the requirements of the Attendant Compensation Rate Enhancement, a training webinar has been scheduled for June 25, 2020 from 9:00 a.m. to 10:30 a.m. The training will cover the following:

- Proper completion of the Enrollment Worksheet
- Proper completion of the Enrollment Contract Amendment

Registration is required to participate in the webinar; no classroom-based training will be held. Training is optional for enrollment; however, participation in the webinar is highly recommended. Detailed information is available on our Rate Enhancement webpage for your program.

Once you enter the program section of the website, scroll down to the heading "Training Information" and click on "View Rate Enhancement Enrollment Training Information". Under this heading you will be able to:

- View the Training Materials;
- View the Training Schedule;
- View the Training Webinar Presentation; and
- Register for the Enrollment Webinar Training.

### **ENROLLMENT CONTRACT AMENDMENT (ECA)**

The open enrollment for payment rates effective September 1, 2020, begins July 1, 2020, and ends July 31, 2020. To enroll, contracted providers must properly complete the ECA online at the below address.

<http://registration.hhsc.state.tx.us/rfr/RFRLogin.aspx>

Any provider whose properly completed ECA is not received by HHSC Rate Analysis by 5:00 p.m. on July 31, 2020, will become non-participants in the program.

A properly completed ECA must:

1. Have a checkmark in either the “yes, this facility chooses to enroll” or the “No, this facility chooses not to enroll” box;
2. Verify the fiscal year end for the entity. If incorrect, please email the Rate Analysis Help Desk at [costinformation@hhsc.state.tx.us](mailto:costinformation@hhsc.state.tx.us) to have the information verified and corrected;
3. Reflect the correct 9-digit contract number for the provider.

In addition, providers checking the “Yes” box must indicate their chosen Level number from 1 to 25 in the “Level” box. Please note that Level 0 is not an option.

**HHSC Rate Analysis must receive the ECA submitted through the HHSC RAD website no later than 5:00 p.m. on July 31, 2020.**

Requests that are not received by this deadline will not be accepted.

If you have questions concerning the ECA or Open Enrollment, you may contact the Rate Analysis Department, Long Term Services and Supports Center for Information and Training [rad-ltss@hhsc.state.tx.us](mailto:rad-ltss@hhsc.state.tx.us).

### **ENROLLMENT WORKSHEETS AND INSTRUCTIONS**

Enrollment Worksheets and Instructions may help you determine the appropriate level of enrollment. These resources are available on our Rate

Enhancement webpage for your program. Locate and open the "Enrollment Worksheets" and "Enrollment Worksheets Instructions" elements on the Rate Enhancement webpage. If you have difficulty in accessing the information from the website, please refer to the contact information at the end of this letter.

### **AWARDED LEVELS**

After September 17, 2020, HHSC Rate Analysis will post a list of contracted providers on its Attendant Compensation Rate Enhancement website for all programs and their enrollment status (i.e., participant and associated level or nonparticipant) to be effective September 1, 2020. This "Participation Status – Levels Awarded" list on the Rate Enhancement webpage for your program will be the only notification of enrollment status provided by HHSC.